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naeum; then supervisor of branches in the Boston public library; later librarian of the Brookline public library; and since 1902 librarian of the City Library Association of Springfield, Mass., where he engineered the planning and erection of one of the most successful library buildings in this country. He is a member of the Massachusetts Free Public Library Commission; has been secretary and president of the Massachusetts Library Club; has been for many years a member of the Publishing Board and Council of this Association, and for the past year has been its first vice-president.

Mr. President-elect, it gives me great pleasure to hand over to you the emblem of office entrusted to the president of this Association. I feel that it will be in good hands, and I certainly wish you a most prosperous administration of the Association's affairs. (Hands him the gavel.)

President-elect WELLMAN: Mr. President, I can understand that after administering the office with such signal

success you relinquish the gavel with a happy heart. But, fellow-members, whoever receives this gavel must take it with feelings of profound gravity. When I consider what this Association stands for, and all it means, I can think only of the obligation and responsibility which you have imposed. I could not find courage to undertake the task if I did not believe that, after all, the part of the president is really of lesser moment, and that I can count for the greater part on the officers and Executive Board, and above all, on the active aid and earnest support of every member of the Association. For I think you will agree with me that it is that single-minded, whole-hearted and harmonious devotion in the interest of this Association on the part of all its members which has made its worthy past and which alone will insure its successful future. I thank you for conferring on me this great honor and this great opportunity for service.

If there be no other business I declare this conference adjourned without day.

## EXECUTIVE BOARD

### Meeting of May 25

Present: President Anderson (presiding), Vice-president Wellman, Messrs. Andrews, Carlton, Craver and Putnam.

The Nominating committee presented its report which was adopted by the Board as constituting the official nominations.

Mr. C. H. Gould, Miss Elisa M. Willard and Mr. W. T. Porter were appointed Committee on resolutions.

The following persons were named as official delegates to the British Library Association conference at Oxford:

Dr. Herbert Putnam  
Mr. R. R. Bowker  
Dr. Frank P. Hill  
Mr. W. H. Brett  
Mr. Hiller C. Wellman  
Mr. Henry E. Legler  
Mr. W. N. C. Carlton

Miss M. E. Ahern  
Mr. George H. Locke  
Mr. J. C. M. Hanson  
Mr. C. F. D. Belden  
Mr. George B. Utley

Several matters of routine business were also disposed of.

### Meeting of May 29

Present: President Wellman (presiding), Vice-presidents Carlton and Miss Titcomb, Miss Plummer, and Messrs. Craver, Putnam and Jennings.

The Board voted to appoint a Committee to consider and report on the feasibility of preparing and holding a library exhibit at the Panama-Pacific Exposition at San Francisco in 1915, the report of the committee and further business resulting from its recommendations to be conducted through correspondence votes of the

Board. Dr. Frank P. Hill was appointed chairman with power to complete the committee. Dr. Hill later named the following persons to serve with him on this committee: Miss M. E. Ahern, Mr. J. C. Dana, Mr. J. L. Gillis, and the secretary of the Association.

The chairman of the Committee on code for classifiers, Mr. William Stetson Merrill, presented the following report:

**Report of Committee on Code for  
Classifiers**

The Committee on code for classifiers takes pleasure in presenting herewith, as its report of progress, a booklet of 124 pages, mimeographed in a limited edition, wherein have been assembled by the chairman more than three hundred points of procedure for future consideration by the Committee.

The purpose of issuing this collection of data at the present time is to present, in a more specific way than has hitherto been possible, the points upon which it is desired to secure a fair consensus of opinion from classifiers and librarians.

The Committee has expended nineteen and 80/100 dollars of the appropriation of twenty dollars—made in January 1914—in preparing the copy for the mimeographer and submits the matter of its issue in the present form to the Publishing Board.

Respectfully submitted,

(Signed) WM. STETSON MERRILL,  
Chairman.

The above report was unanimously accepted.

In accordance with the vote of the Association at its meeting on May 27 it was voted that the President appoint a committee of five to consider the desirability of making any amendments to the constitution, this committee to report to the Executive Board at the next mid-winter meeting. The President appointed the following committee: Mr. N. D. C. Hodges, Miss M. E. Ahern, Miss Alice S. Tyler, Mr. Gardner M. Jones and Mr. C. H. Gould.

It was voted that the question of appointing standing committees on classification and cataloging be referred to a committee appointed by the President, this committee to report to the Executive

Board at the next mid-winter meeting. The President appointed as this committee, Mr. W. N. C. Carlton.

The following report was received from the chairman of the Committee on cost and method of cataloging, Mr. A. G. S. Josephson, which was accepted as a report of progress:

**Report of Committee on Cost and Method  
of Cataloging**

To the Executive Board:

This Committee submits hereby a report of progress.

At a meeting held yesterday at the Library of Congress, at which Mr. Charles Martel, chief of the catalog division of the Library of Congress, and Mr. T. Franklin Currier, head cataloger of Harvard University, were also present, the accompanying letter was adopted.

It will be sent to all the libraries which are taking part in the investigation conducted by this Committee, accompanied by the enclosed schedule of the test to be made.

The Committee suggests that Mr. Martel and Mr. Currier be added to it as members.

Respectfully submitted,  
(Signed) AKSEL G. S. JOSEPHSON,  
Chairman.

**Report**

1. The information received in response to the questionnaire sent last year to twenty libraries gave clear evidence of the existing lack of uniformity in preparing library statistics, as well as of a considerable variety of conditions and methods of work.

2. In order, therefore, to arrive at more definite results, the Committee asked the Executive Board for authority to undertake a more extended and more detailed investigation into the prevailing methods of cataloging. Having received the authority asked for, the Committee sent copies of the questionnaire used last year to thirty additional libraries, asking for similar information.

3. The Committee now asks each library that has taken part or intends to take part in this investigation to set apart one hundred books (titled, not volumes) for an actual test of the cost of cataloging under conditions normal to each library. If there has been any essential change in the organization since information was sent to this Committee in response to the questionnaire, such changes should be reported.

4. As the report is to be summarized by items, it is especially desirable that the report shall be made item by item, and libraries are requested not to combine processes.

5. The books selected should be such as would be purchased by a public or college library, having both reference and circulating collections; they should be taken from the books currently received and new to the library; neither duplicates, nor replacements, nor even new editions should be selected.

6. Pamphlets, i. e. material treated with less fullness than the books regularly placed on the shelves, incunabula, long sets of periodicals or other books requiring special expertness or considerable time, such as books requiring much analytical work, should not be selected, even though they might be very characteristic for the library. It is the intention of the Committee to make a special test for this kind of work; libraries willing to take part in this additional test should communicate their willingness to the chairman of the Committee.

7. Fiction, poetry and drama should be represented by not more than ten titles. Books in foreign languages should be included in the proportion normal to each library.

8. The use of the printed cards for analytical entries prepared for and distributed by the A. L. A. Publishing Board should not be reported.

9. As an increasing number of libraries are using printed cards prepared by other libraries, and some of the libraries included in the investigation themselves are printing cards for their own use, libraries using printed cards should report on their method of handling these, both the cards prepared by other libraries and those prepared by themselves, so that the Committee may be able to judge how far this method influences the cost of cataloging.

10. Many public libraries, both large and of moderate size, possess branches; most university and some college libraries have departmental libraries. The libraries having such supplementary systems should report on the work of duplicating cards for the use in the special catalogs for branches and departments, so that the Committee may be able to judge how far the cost of cataloging is influenced hereby.

11. Full and explicit remarks and information setting forth the special problems and conditions accompanying each case are asked for.

12. In order to insure accuracy in time calculation it would be desirable that stop watches be used, but this is not essential, the method used in computing time should be reported.

13. So as to be able to study the results of the test with all the material

Author  
Title  
Imprint

Routing

- |                                                                                | *Time | Salary per hr. | Signature |
|--------------------------------------------------------------------------------|-------|----------------|-----------|
| 1. Preliminary; looking up in catalogs, preparing record slips, etc.           |       |                |           |
| 2. Classification.                                                             |       |                |           |
| 3. Assigning subject headings and references.                                  |       |                |           |
| 4. Assigning author headings and references.                                   |       |                |           |
| 5. Preparing original entry.                                                   |       |                |           |
| 6. Revising of original entry (by original cataloger or by a special reviser). |       |                |           |
| 7. Duplicating cards or making additional entries by (specify process)         |       |                |           |
| a. for public catalogs                                                         |       |                |           |
| b. for official catalogs                                                       |       |                |           |
| c. for other special catalogs (how many?)                                      |       |                |           |
| (differentiate if desired)                                                     |       |                |           |
| 8. Proofreading or revising duplicate cards or additional entries.             |       |                |           |
| 9. Ordering and receiving printed cards.                                       |       |                |           |
| 10. Money paid for cards printed by other libraries.                           |       |                |           |
| 11. Shelf listing and assigning book numbers.                                  |       |                |           |
| 12. Preparing printed cards for catalogs (i. e. adding headings, etc.).        |       |                |           |
| 13. Filing cards—                                                              |       |                |           |
| a. in public catalogs                                                          |       |                |           |
| b. in official catalogs                                                        |       |                |           |
| c. in other special catalogs (differentiate if desired)                        |       |                |           |
| 14. Totals                                                                     |       |                |           |
| 15. Remarks                                                                    |       |                |           |
| * State how time is computed, especially whether stop watch is used.           |       |                |           |

available, the Committee desires to have the original cards and records submit-

ted; in order to do this, the libraries taking the test would have to prepare duplicate cards and records for their own files; the time taken to prepare these duplicates should, of course, not be counted. Duplicates of cards duplicated for branch and department libraries should not be sent.

14. Libraries that find it impossible to duplicate their work in this way should send to the Committee with their reports one copy of each entry as prepared for the author catalog accompanied by a full record of all additional cards prepared for their public and official catalogs and files, including cross references made for the first time. The Committee wishes, however, to urge the importance of submitting the complete material.

15. The Committee hopes, through this test and the previous investigation, to be able to establish what might be regarded as a fair cost and a standard method of cataloging; it hopes for the hearty cooperation in its efforts of all the libraries to which this letter is sent.

16. This letter is accompanied by 125 record cards to be used in keeping the record of the processes involved in the cataloging of each of the one hundred books on which the test is made. By using these cards, all libraries will submit uniform statistics, and the cards will give the Committee a record by which processes, efficiency and standards of cataloging may be compared. Their use will also facilitate the work at the library making the test. They might be inserted in the books selected for the test, and the presence of a card in a book would suffice as instruction to each worker to use the book in question under the rules for the test.

A communication was read from Mr. Adam Strohm, librarian of the Detroit public library, inviting the Association on behalf of the Detroit Library Commission, the Convention and Tourists Bureau, and the Detroit Board of Commerce, to hold its 1917 conference in Detroit, Mr. Strohm stating that the library board looked forward with confidence to the completion of the new central library in that year. A vote of appreciation was extended to Mr. Strohm for this invitation.

A resolution was received which had been adopted by the Committee on work with the blind, to the effect that the Board

be asked to appoint a separate committee to consider literature for the mentally and morally deficient, as it was not found desirable to have this work combined with that performed by the Committee on work with the blind. It was voted that this request be referred to the same committee which is to consider the desirability of standing committees on classification and cataloging.

Mr. W. N. C. Carlton presented his resignation as non-official member of the Executive Board in view of his election to the office of first vice-president, which under the circumstances was accepted.

Mr. George H. Locke, librarian of the Toronto public library, was elected a member of the Executive Board to fill the vacancy caused by the resignation of Mr. Carlton as a non-official member, the term to expire in 1915.

The place of meeting for the 1915 conference was next considered. Invitations were received from the chambers of commerce of New York City, Toledo, New Orleans, Baltimore and Chattanooga. Mr. Charles S. Greene, of Oakland, personally presented the invitation from various bodies in San Francisco and vicinity, and Mr. J. T. Jennings brought with him invitations from numerous bodies in the Pacific northwest for the Association to meet in Seattle. After a thorough discussion of these various places of meeting it was voted, on motion of Dr. Putnam, that it was the sense of the Executive Board that Berkeley, Calif., be the place of meeting for 1915, but that in reaching the above conclusion the Board desires to express cordial acknowledgment of the invitation from the city of Seattle, which in itself is extremely attractive and which, although it cannot be accepted owing to particular circumstances of the year, the Board feels the Association will have opportunity to take advantage of in spirit and through the visits of individual members.

The date for the 1915 meeting was left to be decided after further conference with the authorities at Berkeley and

vicinity, particularly with the authorities of the University of California, who have generously offered the Association the use of the university buildings as meeting rooms. It was taken as the sense of the Board that the meeting would probably be held between the middle of May and the end of the first week in June.

Dr. C. W. Andrews, as chairman of the Committee on affiliation of non-regional societies, presented the following report to the Council, which report was in turn referred by the Council to the Executive Board. The Executive Board voted to lay the report on the table until the next mid-winter meeting and to print the same in the proceedings of the Washington conference. The report was as follows:

#### **Report of Committee on Affiliation of Non-Regional Societies**

Your Committee on affiliation of non-regional societies report that they have duly considered the question submitted to them. They have been pleased to find that it is not as serious as some unconfirmed statements had led them to believe. It does not appear that any very large proportion of the members of the non-regional affiliated societies attending the annual meetings of the A. L. A. are not members of the Association. Yet there are some and the officials of these societies have recognized and indeed have suggested the fairness of such members bearing a part of the expense of the Bulletin and of the conference. Indeed, they have not asked for any exemption of those who are members of the A. L. A., but the Committee are unanimous in thinking that the Association should do as much for those of its members with specialized interests who

have chosen to organize as an affiliated society as it does for those who prefer to be members of a section.

Your Committee therefore recommend the adoption of the following by-law:

Section 10. Societies having purposes allied to those of the American Library Association may be affiliated with the latter by a two-thirds vote of the members of the Council present at any regular meeting, or at any special meeting, provided notice of the application of the society is included in the call of the special meeting. Such affiliated societies shall meet with the A. L. A. at least once in every three consecutive years. Provision for their meetings shall be made by the Program committee, and there shall be allotted for their proceedings the same number of pages in the Bulletin as for a section. Their members shall be entitled to all the privileges of members of the A. L. A. in regard to hotel and travel rates.

The treasurer of each such society shall pay to the treasurer of the A. L. A. before the close of the financial year 50c for each member of the society who is not a member of the A. L. A., and 50c additional for each such member who has attended the annual conference. No such societies shall have the privileges mentioned unless affiliated, except that the Program committee is authorized to provide for the first meetings of a society.

(Signed) CLEMENT W. ANDREWS,  
Chairman.

P. S.—Dr. Andrews, for himself and Mr. Wyer as individuals, recommends the inclusion of Section 8a of the By-Laws as part of Section 9; and also that the reference in Section 9 to Section 17 of the Constitution shall be altered to read Section 16.

Mr. Henry E. Legler was elected a member of the Publishing Board to succeed himself for a term of three years.

## **COUNCIL**

The Council met at the New Willard Hotel, Washington, May 28, 2:30 p. m. President Anderson presided.

A Nominating committee consisting of Messrs. Legler, Hadley and Walter, nominated the following persons as members of the Council for a term of five years each, and they were unanimously elected by the Council: Thomas M. Owen, Edith

Tobitt, Walter L. Brown, Edith A. Phelps, Charles F. D. Belden.

The following resolution, relative to a national archive building in Washington, referred to the Council by the Association at large, was, upon motion by Dr. E. C. Richardson, unanimously adopted:

**Whereas,** The records and papers of the United States government contain an